

ARTICLE VI
EVALUATION

- 6.1 Each year each permanent employee covered by this Agreement shall be evaluated by his/her immediate supervisor, and such evaluation shall be set forth on the *Classified Employee Performance Evaluation* attached hereto as Appendix C. An employee who has had more than one (1) supervisor in the previous year shall have a terminal evaluation prepared at the time of transfer, reassignment or promotion to another position. Each supervisor shall evaluate only for the time the employee was under his/her supervision.
- 6.2 Nothing herein shall prohibit the District from evaluating an employee more often than yearly if the District determines that such evaluation may result in improvements in the employee's performance. An employee serving a six (6) month probationary period after initial hire or after promotion shall be evaluated at the end of two (2) months, four (4) months, and five and one-half (5-1/2) months of such probationary period.
- 6.3 The evaluation shall be discussed with the employee by the evaluator. If the evaluator changes the rating as a result of the conference, a new evaluation form may be obtained from the District Human Resources Department. However, it is understood that the primary purpose of such evaluations is to be constructive and to help the employee achieve or maintain at least a "meets expectations" level of performance. An employee has the right to respond in writing to his/her performance evaluation.
- 6.4 The performance appraisal system should communicate performance standards for the position and encourage growth and improvement of performance for the future. It is also understood that evaluation of an employee's performance should be an ongoing process, and the District supervisors shall discuss improvement needs with employees.

If an employee receives a "NI" or "U" rating on any aspect of his/her performance evaluation, the evaluation must indicate the manner in which the employee is not meeting standards for the position; determine a "meets expectations" level of performance; and a specified time period in which the employee is expected to show improvement.

When it becomes apparent that an employee may receive an Unsatisfactory (U) annual rating in any performance factor, prior to giving the employee such a rating, the immediate supervisor and the employee shall meet to discuss the employee's deficiencies and recommendations for improvement.

If dissatisfied with a "U" rating, an employee may request a review, within ten (10) working days of the performance evaluation conference, at the next higher administrative level.

- 6.5 Non-compliance with the procedures set forth in this article may be the subject of a grievance pursuant to the Grievance Article of this Agreement, but nothing herein shall be considered to make the content of any evaluation subject to such grievance procedure.
- 6.6 Employees who are in their probationary period or who received a "NI" or "U" on any performance rating in the most recent performance evaluation must complete the *Classified Employee Self-Evaluation* (Appendix C). Completion of the *Classified Employee Self-Evaluation* is voluntary for all other employees.